

## OVERVIEW OF BUDGET

DEPARTMENT: CLERK OF THE BOARD  
CLERK OF THE BOARD: J. RENEE BASTIAN  
BUDGET UNIT: AAA CBD

### I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board of Supervisors and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares and distributes the board agenda; prepares, publishes and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and ColDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements and ordinances; and maintains the roster of all committees, commissions, public agencies, and conflict of interest files for county departments, committees, commissions, and public entities.

### II. BUDGET AND WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Estimated 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	664,451	868,293	868,393	906,118
Total Revenue	91,826	70,000	70,100	70,000
Local Cost	572,625	798,293	798,293	836,118
Budgeted Staffing		15.0		15.0

#### **Workload Indicators**

Board Agenda Items	3,744	3,000	3,240	3,500
Assessment Appeals	2,593	3,000	2,250	3,000
Licenses	130	225	275	300
Notice of Determination	1,093	1,100	1,535	1,550
Resolutions	260	600	550	600
Conflict of Interest Fillings	1,388	2,000	1,280	1,500
Customer Service Hours	5,000	5,000	5,000	5,000

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

#### **STAFFING CHANGES**

None

#### **PROGRAM CHANGES**

None

#### **OTHER CHANGES**

None

### IV. POLICY ITEMS

None

## CLERK OF THE BOARD

### V. FEE CHANGES

#### Revised Fees

**Section 16.026(a) – Recordings of Hearings, per tape** – The current charge per cassette tape of the Board of Supervisor's meetings is \$20.00. This fee appears to be excessive, therefore, it is requested that this fee be decreased by \$10.00 for a charge of \$10.00. Following is the cost analysis to provide this service:

- Cost of tape = \$1.00
- Staff time = \$9.00 (approx. 30 minutes)
- Total = \$10.00

**Section 16.026(b)(2) – S. B. County Code (with cover), per copy** – Covers are no longer provided in the sale of the County Code, therefore, it is recommended that this fee be eliminated.

**Sections 16.026(l) - Findings of Fact by County Counsel** – It is recommended that the Assessment Appeals Board Findings of Fact be increased by \$50, from \$200 to \$250, given the fact that the average time spent preparing and proofreading a transcript for a Finding of Fact has increased significantly. A typical transcript is 30 single-spaced pages and takes a Secretary II approximately 10-11 hours to prepare.

#### New Fees

**Section 16.026(o) - Form 700 Retrieval Fee** – The Fair Political Practices Commission Code Section 81008 allows the filing officer to charge a \$5.00 per request retrieval fee for Form 700's stored offsite that are five or more years old, therefore, it is necessary to put this into the fee schedule in order to charge this fee.

**Section 16.026(p) - Videotapes** – In January 2002, videotapes of the Board of Supervisors meetings were made available for public sale, therefore, a fee must be established in order to sell these tapes. If the Board approves the revised fee for the Board hearing cassette tapes of \$10, it would seem appropriate that a charge of \$15.00 per videotape be put in place for the sale of these tapes. Following is the cost analysis to provide this service:

- Cost of tape = \$2.00
- Staff time = \$13.00 (approx. 45 minutes)
- Total = \$15.00

**Section 16.026(b)(2) - San Bernardino County Code, Electronic Version** – It is anticipated that once the County Code is updated, requests would be made of this office to place the County Code in disk format, therefore, an "actual cost" fee is recommended for this new charge.

**Section 16.026(q) - Documentary Handling Fee for Notices of Exemption** – Pursuant to Title 14, Chapter 4, Article 1, of Fish and Game Code Section 753.5(e), projects that are categorically exempt (Notices of Exemption) and filed with the Clerk of the Board may charge a documentary handling fee of \$25.00 maximum, therefore, it is necessary to place an additional fee into the Clerk's fee schedule in order to collect this money.

**Section 16.026(q) – Appeals information, electronic version** – The Clerk's office occasionally receives requests from property tax management companies and consulting firms who need to research past appeals that have been filed in our office, therefore, a mechanism should be established whereby this office can recover the cost it takes to produce an electronic version of this information. An "actual cost" fee is recommended to be charged for this service.

GROUP: Administrative/Executive  
DEPARTMENT: Clerk of the Board  
FUND: General AAA CBD

FUNCTION: General  
ACTIVITY: Legislation and Administration

CLERK OF THE BOARD

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items/Fee Adjustments
<b><u>Appropriations</u></b>								
Salaries and Benefits	564,896	698,549	57,002	-	755,551	-	755,551	-
Services and Supplies	283,342	149,589	(12,495)	-	137,094	-	137,094	25,675
Central Computer	20,155	20,155	(6,682)	-	13,473	-	13,473	-
Total Appropriation	868,393	868,293	37,825	-	906,118	-	906,118	25,675
<b><u>Revenue</u></b>								
License & Permits	28,000	26,000	-	-	26,000	-	26,000	-
Current Services	2,100	2,000	-	-	2,000	-	2,000	25,675
State, Fed or Gov't Aid	20,000	20,000	-	-	20,000	-	20,000	-
Other Revenue	20,000	22,000	-	-	22,000	-	22,000	-
Total Revenue	70,100	70,000	-	-	70,000	-	70,000	25,675
Local Cost	798,293	798,293	37,825	-	836,118	-	836,118	-
Budgeted Staffing		15.0			15.0		15.0	

Base Year Adjustments

Salaries and Benefits	57,002	MOU and retirement
Services and Supplies	4,569	Inflation, Risk Mgmt Liabilities, 2420 one-time shift
	(17,064)	2% Budget Reduction
	<u>(12,495)</u>	
2410 Central Computer	(6,682)	
Total Appropriation	<u>37,825</u>	
Total Revenue	<u>37,825</u>	
Total Local Cost	<u>37,825</u>	